

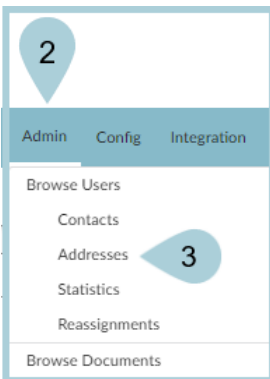
APP Agency Admin - Addresses

This document is a quick reference guide for users who need to make address changes in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

The Arizona Procurement Portal allows administrative users to add, delete, and modify organizational-level addresses.

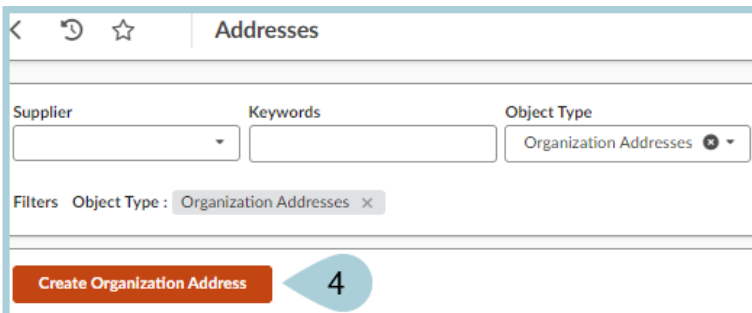
Adding an Address

1. Log in to APP.
2. Select the **Admin** dropdown from the toolbar at the top of the screen.
3. Select **Addresses**.



Multiple modifications can be made from this page depending on your intended task. This includes searching for current addresses as well as creating new addresses. This second will focus on creating new organizational addresses (i.e., Bill-To & Ship-To). We will cover modifying addresses later within this QRG.

4. Click the **Create Organization Address** button.




5. Complete the Organizational field. **DO NOT COMPLETE THE OWNER FIELD.**
6. Next, select the Address Type (Select either “Bill to” or “Ship to”). Scroll down to the map and input the address.

Create Address

Save Save & Close Close

You must choose Contact or Organization

Owner 

Organization 5

Address Type* 6

Main Address

- The **Address Label** field is optional. However, completing the field with a short address description is recommended, i.e., "3rd St Warehouse". This assists you in the future when ensuring you are selecting the proper address.
- Complete the **Address** fields. If you select the auto-fill address, ensure the information prefilled for your convenience is correct.



All fields marked with an asterisk are mandatory.

- After the fields have been completed, select the **Save & Close button**. This will save and close your address creation window and return you to the current listing of addresses.
- To verify that your newly created address has been created successfully, select the Organization from the organization dropdown and press Search. (The field you input during this verification step will depend on your choice in previous steps.)

Supplier Keywords Object Type Organization Legal Company Owner Organization Q Search Reset

Organization Addresses Organization: Arizona Department of Administration

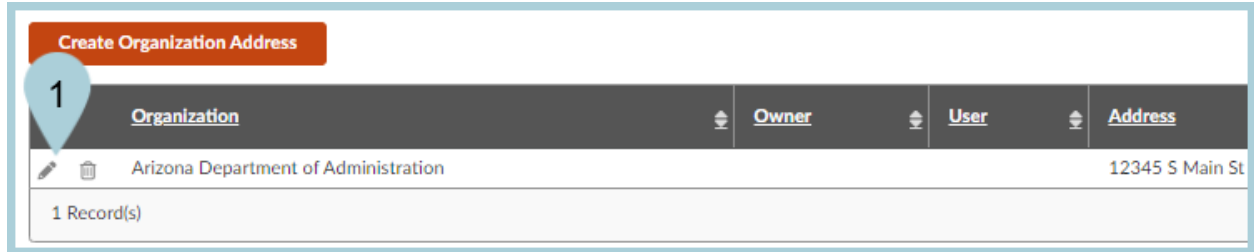
Filters Object Type: Organization Addresses Organization: Arizona Department of Administration 10

Create Organization Address

Organization	Owner	User	Address	Address Complement	City	Country	Created on	Address Type
Arizona Department of Administration			12345 S Main St		Houston	UNITED STATES	7/26/2023	Bill to


Modifying an Address

1. Select the **pencil**  icon to to edit your address.



2. Make applicable **modifications**.
3. Select **Save & Close** when modifications are completed.

Deleting an Address

1. Click the trashcan  icon next to the invalid address. A message displays at the top of your screen ensuring that you would like to delete the selected address. Press “OK.”
2. The web page refreshes and the address no longer displays.

Resources

Click the link below for more information on **Agency Admin** processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/app-agency-admin-qrgs-176>